

DUCHESNE COUNTY LIBRARY BOARD MEETING

September 20, 2016

Crossroads Sr. Center, Roosevelt, Utah

Began: 5:33 P.M.

Conducting: Bert Jenson (Vice Chair)

Present: Daniel Mauchley (Library Director), Bert Jenson (Vice-Chair), Yogi Nielsen, Beth Gardner, Sherry Lott, Greg Todd (County Commissioner).

Excused: Kerrilyn Miles (Chair), Janet Roberts (Secretary)

Approval of Minutes:

Approved as they stand: 1st: Yogi Nielsen. 2nd: Sherry Lott. Yes: 4. No 0.

Library Statistics/Budget Questions: In July, the board asked if it was possible to know what percentage of fines is actually being paid. Daniel is currently working with Uintah to create reports to find that data.

The board asked what Daniel attributed Duchesne Branch's circulation growth to over the last few months. He indicated he wasn't sure since he could only make correlations. He felt there were various new patrons come to the library who are checking out quite a bit the last few months, which may have helped.

There was a decrease in patron visits over July at both branches. August saw patron visits rebound at both locations. Daniel felt that the decrease in July was likely due to vacations and holidays.

There was also a decrease in computer usage in July at both branches. Daniel again feels part of this is the holidays and vacations again, but also that there have been fewer logins by youth who haven't had their parents come and sign the internet permission slip since the policy took effect in July. The board asked Daniel if he felt it had negative effects, but he indicated he felt comfortable with the situation. It was a change that the county attorneys recommended and it was also one that Uintah County Library instituted. Daniel said the libraries are not trying to ban children. They are simply encouraging them to have their guardians come to sign the permission slip just once. Various families have done so in a short time.

Update / Recent Happenings:

Lego Clubs at both branches continue to do well. Melanie Peterson at Roosevelt Branch is considering starting a LittleBits Club in Roosevelt and will be looking at options with Daniel over the next few weeks.

Duchesne's Summer Reading Closing Party had over 60 attend, one of their best attended activities. The fire truck ride prize turned out very positive. The family of the winning youth has said that they can't stop

talking about the opportunity since they got to go on the ride. Roosevelt had around 150 patrons attend their closing Harry Potter party at the Grace Event Center.

Summer Reading concluded with more adults completing the program than last year. Duchesne hadn't hosted an adult reading program last year and this helped to contribute to this year's increase. There was a decrease in teen and children completions over last year. One of the factors seems to be confusion, particularly with Roosevelt patrons, over the end date of the summer reading program. The two branches tried to coordinate the program dates together this year. Roosevelt historically ended their program in early August while Duchesne ended in mid-July. This year both branches finished in late-July. Despite various advertising efforts online and in paper, various Roosevelt patrons didn't pay attention to the new dates and didn't get their tracking sheets turned in before the due date or party. This seems to have been a big contributor to the drop in completions as families have said they weren't aware of the date change, as they assumed it would be in early August as always.

The Library System BBQ went well with nearly all library staff attending. Staff participated in a few ice breaker activities that some staff at both libraries helped plan.

The Fandom Party drew 150 earlier this month. This was still a typical turnout to major library events, but the library wasn't aware they were competing with Family Day at Starvation, Union High's Homecoming, and the BYU-Utah game. The library will check with community events to plan a more advantageous time in the future. The vendors which included a few comic book, jewelry, and costume side businesses from the Roosevelt area sold various items. Daniel thanked them all and they indicated they would like to participate again and said they felt they got some good exposure from the event to patrons that didn't know they existed.

The 3D Printer is on display and functioning at Duchesne near the circulation desk. It is drawing a lot of attention due to the novelty of the machine. An introduction class is scheduled for October 13 @ 4:30 to introduce patrons to creative commons websites that have designs to print, and to show them basics about the printer. Daniel is working with the county Information Technology department to acquire some laptops that patrons could use in the course and to also help facilitate other programming such as a Coding Club, or classes about computers in the future.

Daniel, Becky Muir, and Stephen Moon attended a 16-hour cataloging training this month. They will be meeting with Uintah to determine a balance between the level of detail of cataloging records, staff time, and patron benefit from the level of detail.

In Roosevelt, Erin Murdock has left to move to Lehi with her family. Her husband received a job there. Janessa Haslem has taken her position as a regular part-time library aide. Rachel Duncan has shifted to a substitute position from her teen library aide position. In Duchesne, Sim Jensen has been moved from a regular library aide position to a substitute position due to her need to help her family on the Wasatch Front who are having various health challenges.

The cash box at Duchesne Library was stolen last month. Cameras haven't revealed who took it. The Sheriff's office is investigating the incident. Since then, the library purchased a cash register. This is also

due to the results of an independent audit of the county. The auditors found that the library department was in good standing except for their checks and balances. The library has historically kept track of all transactions by hand, which can lead to errors. The new cash register has a transaction journal that can be checked against and solves the issue. Roosevelt Library will also receive a cash register in the future.

Daniel is pursuing software developments for the computer reservation system and patron printing with Koha (the company hosting the library catalog and computer reservation system.) These will help to cut down on errant patron printing, allow the Roosevelt copier to also become the patron printer which is more economical than a regular printer, and to manage minor accounts that don't have permission to log on to the internet.

Upcoming Events:

The 3-D Printing class will be October 13 @ 4:30. Daniel has moved the printer to near the circulation desk and is actively printing items. It has drawn patron's attention and will hopefully interest patrons in trying out the technology.

Daniel will be attending the annual state library director's summit in early October and should receive updates of state library plans and issues.

2017 Budget:

Over the last budget year, Daniel has become more aware of the annual licensing fees that need to be paid for library digital operations services. These include the library catalog and circulation, the patron computer and print management system, the drive shield protecting patron computers, the cost of internet, etc. These fees have had to be dispersed among various budget lines to cover their cost. Daniel would like to create a new budget line item with a draft title of "Library Operating Systems" to address all of these costs. The total would be \$15,000. This would free up pressure on library and office supplies budgets that have been covering those licenses this year.

Besides this item, Daniel doesn't foresee major budget proposals for the coming year.

Library Wireless Hours:

Some patrons have been asking about the library wireless hours. They are usually parents of homeschoolers who work most of the day, live out of town, and find it challenging to get assignments and other items done in time before 8 PM. They are aware of why we don't run wi-fi throughout the night and agree with our procedure. They have just been requesting extending the wireless hours to 9PM. The board voted on whether to extend library wi-fi hours to 9PM.

Yogi Nielsen moved to extend library wi-fi hours to 9PM.

Sherry Lott seconded the motion.

Board vote 4 – 0 in favor of the motion.

Roosevelt Library:

Greg is trying to reschedule a meeting with Irene Hansen and Ryan about the ownership of the land Roosevelt Library is on and some possibilities for expanding the facility in the future.

Bert Jenson shared some concern over preserving the county's history and whether the library could be a place to do so. He shared some history about effort to turn the old bank building next to Davis Foods in Roosevelt into a history center/museum, but was instead turned into an administration building. He shared the USU has come into possession of various items from this area that they don't know what to do with right now. He wondered if a collaboration could even be made with the Ute Tribe to have youth docent come and work with their own heritage items that may be preserved in such a museum.

No decisions were made but concerns over such a museum space might be part of discussion concerning expansion of a Roosevelt Library facility in the future. There was general consensus that such county history needs to be preserved in some manner, perhaps even through utilizing the Duchesne County History Center, the Pope House, etc.

Next Board Meeting:

Daniel is serving as Scoutmaster in his ward and they have recently moved their youth activity nights to Tuesday for the next school year. Daniel was wondering if the board would consider moving the board meeting to an earlier time or whether to move to another day. Greg Todd suggested Daniel send out an online survey with suggestions of different times to see which times/days would be a good fit for the board. Daniel will be sending out the survey to determine the date and time of the next board meeting in October.

Adjourned: 6:56 P.M.

Minutes Approved October 18, 2016.

Signed: Daniel Mauchley, Library Director